

A young girl with dark hair is smiling and pointing her right index finger towards a small gold star. The background is a blurred green chalkboard with some faint white markings. The bottom of the image is a red banner.

SUCCESS BY YOUR STANDARDS™

# English Language Proficiency Assessment (ELPA) Online

Bureau of Assessment and Accountability  
**Coordinator Training**  
For  
District Test Coordinators  
School Test Coordinators

# Welcome and Introduction

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# Agenda and Goals

- Introductions
- Key Online Activities and Timeline
- Scheduling Tests
- Workstation and Network Requirements
- Network and Workstation Set up Requirements
- Student Online Test Delivery System
- Online Testing Administrator System - Demo
- Wrap-up and Next Steps



# ELPA Online Spring 2013

- ELPA Online testing – Spring 2013
  - English Learners (EL/LEP)
    - 13,000 students across the state
    - Listening, Reading, Writing, and Speaking
    - Levels III, IV, V only
      - Level III – Grades 3-5
      - Level IV – Grades 6-8
      - Level V – Grades 9-12
  - March 4 – April 12, 2013 (same as paper/pencil)
- Districts choosing not to participate in Online will be expected to assess LEP/EL students on ELPA paper/pencil



# District Roles

- **DTC – District Test Coordinator, STC – School Test Coordinator**
- **DITC – District IT Coordinator, SITC – School IT Coordinator**

## District and School Testing Coordinator Responsibilities:

- Before Testing
  - Help schedule testing time and prepare computer labs
  - Read the Test Coordinator Manual
- During Testing
  - Monitor test administration and respond to questions
  - Be available to look up usernames and order test materials
  - Ensure students take the Practice Test **before** taking the Domain Sections of the ELPA Online
  - Add additional users in iTester
  - Update editable demographic information and/or contact BAA if information is incorrect
- After Testing
  - Ensure all online administration activities have been completed
  - Assure that Administrator and Student Surveys are completed—Your feedback is critical and much appreciated!!



# Key Online Activities and Timeline

- Winter 2013
  - February 11, 2013 – iTester Administration Open
  - Load Test Administrator Names
  - February 5 & 7, 2013 – Test Administrator Training
  - February 18 – April 12, 2013 – Practice Test Administration
- Spring 2013
  - March 4 – April 12, 2013 – Spring ELPA Testing Window
  - Post-Administration surveys of Tech Coordinators, Administrators, and students



# Administrative Tasks

- School and Schedule Preparation
  - Develop a schedule that will provide adequate time for online testing
  - Communicate to Principals, Teachers, and Students about the Online Testing
  - Prepare for Administration Dates – March 4 – April 12, 2013
  - Ensure school is not running large programs which may drain network bandwidth during Online Administration
- Student Preparation
  - Print Student Test Tickets
  - Complete Practice Test before actual testing starts
  - Listening and Speaking Story Retell -Verify sound and headphones are functioning
  - Speaking Test – Ensure Student AND Teacher workstations are set up and Workstation Readiness tests have been completed on both machines



# Scheduling Tests

- The dates, times, and locations of testing sessions will be determined by the following factors:
  - Number of students testing online
  - ELPA Levels of students tested (i.e. Level III, IV, or V)
  - Number of networked computers available
  - Location of computers and number of computers in each location
  - Availability of locations of computers on day of testing
  - Number of qualified staff to administer four domains: Listening, Reading, Writing, and administer and score Speaking test
  - Refer to ELPA Online Schedule Planning Document posted on the BAA website for detailed instructions



# Scheduling Tests (cont.)

- 4 main phases to plan for in your schedule:
  - **Workstation Readiness Testing:**
    - SITC prepares computers for testing
    - Approximately 30 minutes to configure network
    - 2-3 minutes to check each workstation
    - See the *Test Coordinator's Manual* for more information on Workstation Readiness requirements
  - **Practice Testing:**
    - Students must take the Practice test online ***before*** start of ELPA Online Domain sections
    - Approximately 30-45 minutes to administer
  - **ELPA Section Tests:**
    - Listening, Reading, and Writing tests are administered in groups
    - Speaking Test is individually administered and untimed
  - **Make-up Testing:**
    - For students absent on scheduled day(s) of testing



# Minimum Workstation and Network Requirements

Hardware Requirements	Windows	Apple / Macintosh
<b>Operating System</b>	Windows 2000 or higher	OS 10.4.X or higher
<b>Java Version</b>	Java Version 1.5	Java Version 1.5
<b>Processor</b>	Pentium III 500 MHz or higher	G4 500 MHz or higher
<b>Memory</b>	512 MB or higher	512 MB or higher
<b>Devices</b>	Mouse / Pointing Device / Keyboard	Mouse / Pointing Device / Keyboard
<b>Audio</b>	Headphones / Speakers	Headphones / Speakers
<b>Screen Resolution</b>	1024 x 768	1024 x 768
<b>Internet Connection</b>	1.5 mbps or higher	1.5 mbps or higher



# Online Testing System Overview

- Two main online components of the iTester System to be used for the ELPA Online:
  - Student Test Delivery System (iTester Student)
  - Administration System (iTester Admin)



# Student Online Test Delivery System (iTester Student)

- STCs will print test tickets prior to the test administration window.
- Students will sign in using the same username and password to access all four test sections and practice test.
- Students must take a Practice Test before taking the actual tests.



The image shows the 'Welcome' screen of the iTester 2.0.5 application. At the top, there is a banner with a collage of images including a computer monitor, keyboard, and test tickets. Below the banner, the text reads 'Welcome' in large blue font, followed by 'Please use your username and password that your proctor has given you to sign in.' There are two input fields: 'Username:' with the value 'student07' and 'Password:' with the value '\*\*\*\*\*'. A blue 'Sign In' button is to the right of the password field. At the bottom left is an 'Exit' link, and at the bottom right is the 'eMetric' logo.

Hello **JOEL CRUZ**. Click on a test below.

-  [Practice](#)
-  [Listening](#)
-  [Reading](#)
-  [Writing](#)
-  [Speaking](#)

[Exit](#)



# Student Online Test Delivery System (iTester Student) (cont.)

- Single form for each Level: III, IV, and V
- Same number of items as in the paper/pencil Test
- Online Item types match paper/pencil items
  - Multiple-choice selection and
  - Constructed response where students will type their answers online
- Like with the paper/pencil tests, all tests – except the Listening Test – have a Teacher Script to guide students through the testing. A TAM for the online assessments will be shipped to districts.

The image displays two overlapping screenshots of the iTester Student interface. The top screenshot is for the 'ELPA - Reading' section, 'Sample B'. It shows a reading passage titled 'Anton Helps' with four numbered questions. A 'Pause' button is visible at the bottom. The bottom screenshot is for the 'ELPA - Writing' section, '6 of 25'. It shows a writing prompt: 'Write a complete sentence about this story.' Below the prompt is a text area for the student's answer, with a 'Pause', 'Bookmark', 'Clear', 'Back', and 'Next' button bar at the bottom.

# Student Online Test Delivery System (iTester Student) (cont.)

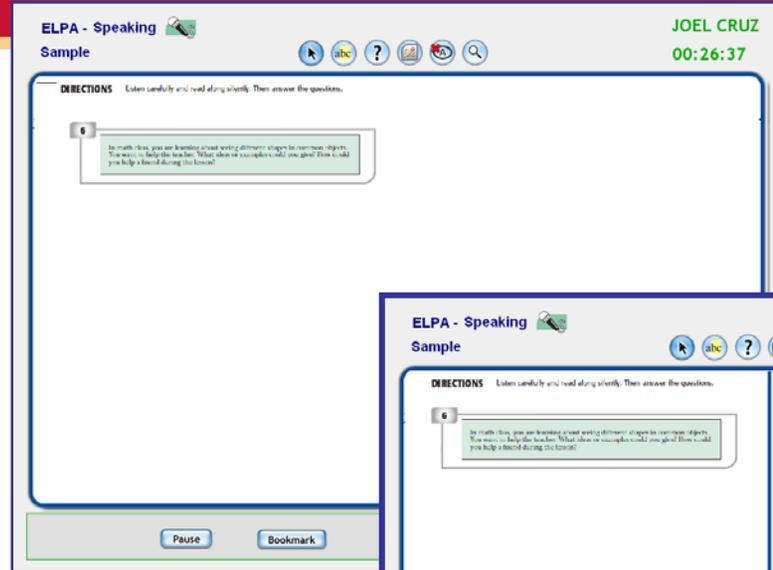
- Listening Test and Speaking: Story Retell sections will require headphones and sound cards for all students. (Listening CD is replaced with online digital audio).
- Headphones will be required for the ELPA Online Test Administration.
- Microphones will NOT be required for the ELPA Online Test Administration.

The screenshot displays the ELPA Online Test Administration interface. At the top, it shows "ELPA - Listening" with a headset icon, "1 of 27" questions, and a user profile for "JOEL CRUZ" with a timer at "00:26:37". A toolbar contains icons for navigation and search. The main content area is titled "DIRECTIONS" and instructs the user to click the Play button to hear the person talking and to click the correct answer. Below the directions, a question is presented: "What will you do with your fingers?". Four options are shown as illustrations of a girl performing different actions: A (typing on a laptop), B (writing on a notepad), C (blowing into a whistle), and D (drumming on a table). At the bottom of the interface, there are buttons for "Pause", "Bookmark", "Clear", "Back", and "Next".

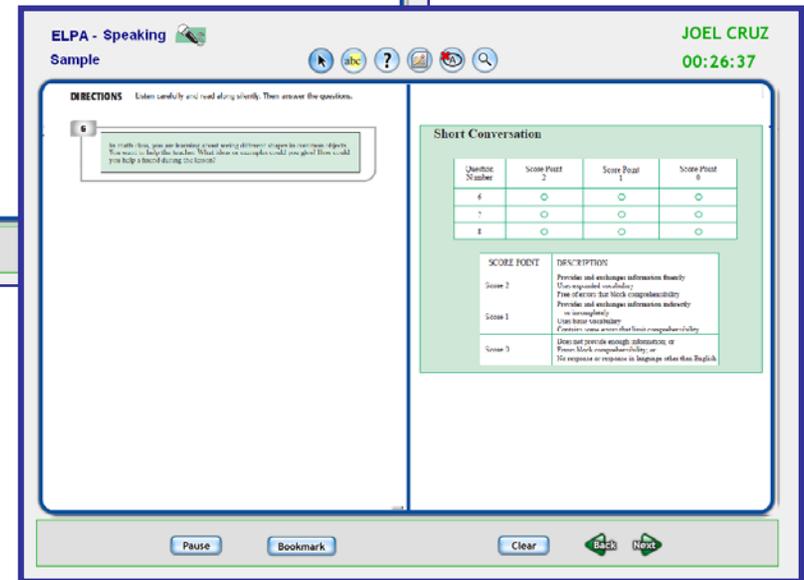


# Student Online Test Delivery System (iTester Student) (cont.)

- The Speaking Test will require 2 computers for each individual administration.
- Students will be presented with the speaking prompts online.
- Teachers will have an online score-entry interface that replaces the scoring that is recorded on the answer documents in a paper/pencil administration.



**Student**

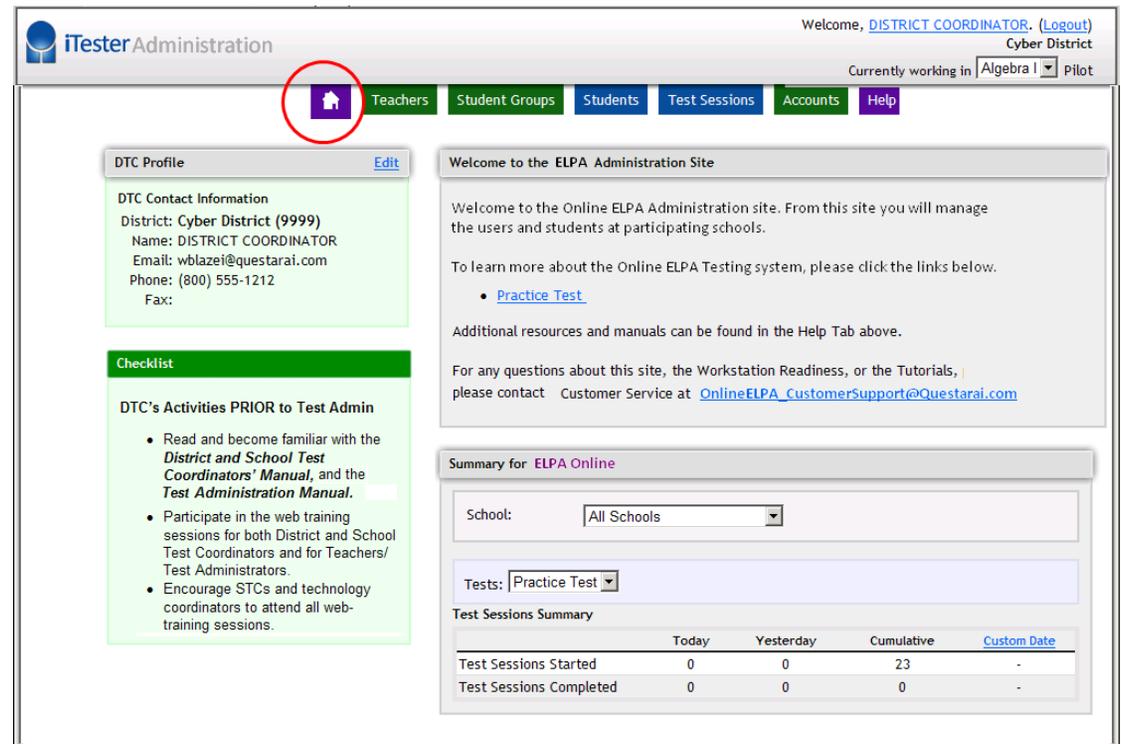


**Teacher**



# Online Administration System (iTester Admin)

- The Administration System is used to manage users, students, and scheduling testing times.
- Each user (e.g. DTC, STC, Administrator, etc.) will have custom features based on their role and responsibilities.



Welcome, [DISTRICT COORDINATOR](#). ([Logout](#))  
Cyber District  
Currently working in [Algebra I](#) Pilot

[Home](#) [Teachers](#) [Student Groups](#) [Students](#) [Test Sessions](#) [Accounts](#) [Help](#)

**DTC Profile** [Edit](#)

**DTC Contact Information**  
District: **Cyber District (9999)**  
Name: DISTRICT COORDINATOR  
Email: [wblazei@questarai.com](mailto:wblazei@questarai.com)  
Phone: (800) 555-1212  
Fax:

**Checklist**

**DTC's Activities PRIOR to Test Admin**

- Read and become familiar with the *District and School Test Coordinators' Manual*, and the *Test Administration Manual*.
- Participate in the web training sessions for both District and School Test Coordinators and for Teachers/ Test Administrators.
- Encourage STCs and technology coordinators to attend all web-training sessions.

**Welcome to the ELPA Administration Site**

Welcome to the Online ELPA Administration site. From this site you will manage the users and students at participating schools.

To learn more about the Online ELPA Testing system, please click the links below.

- [Practice Test](#)

Additional resources and manuals can be found in the Help Tab above.

For any questions about this site, the Workstation Readiness, or the Tutorials, please contact Customer Service at [OnlineELPA\\_CustomerSupport@Questarai.com](mailto:OnlineELPA_CustomerSupport@Questarai.com)

**Summary for ELPA Online**

School: [All Schools](#)

Tests: [Practice Test](#)

**Test Sessions Summary**

	Today	Yesterday	Cumulative	<a href="#">Custom Date</a>
Test Sessions Started	0	0	23	-
Test Sessions Completed	0	0	0	-



# Online Administration System (iTester Admin) Demonstration

- Homepage
- Site Set Up
  - Site Certification
- Teachers
- Student Groups
- Students
  - Student Demographic Info
- Test Sessions
- Accounts
- Help



# Online Administration System (iTester Admin) Demonstration

- Insert iTester Admin Demo Video here



# Next Steps

- Important Documents to Review prior to Test Administration Start  
(Posted on iTester Admin Help Tab)
  - Test Coordinator’s Manual
  - Test Administrator Manuals (Delivered to schools on February 22, 2013)
- Coming Soon...
  - Test Administrator Trainings – February 5 & 7, 2013
- Personnel Changes – Be sure to update personnel information in the Educational Entity Master (EEM) or districts will risk not having information e-mailed to appropriate staff  
<http://cepi.state.mi.us/EEM/Default.aspx>



# Wrap-up

Bureau of Assessment and Accountability (BAA)  
Michigan Department of Education (MDE)

[www.michigan.gov/elpa](http://www.michigan.gov/elpa)

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# Questions

# QUESTIONS?

